



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

Instructions for Requesting Your Criminal Record by Mail

Colonel
Edwin C. Roessler
Chief of Police

Lt. Colonel
Thomas Ryan
*Deputy Chief of Police
for Administration*

Lt. Colonel
Ted Arnn
*Deputy Chief of
Police for
Investigations/
Operations*

Lt. Colonel
Erin F. Schaible
*Deputy Chief of
Police for Patrol*

Major
Gun Lee
*Commander,
Resource
Management
Bureau*

1) **Notarized** Statement:**

You may use the attached for (PD Form 23) when requesting your criminal record by mail. Please fill out the first five (5) lines of the REQUESTOR USE portion and be sure to sign in front of a notary. If you choose to use this form, please be sure to attach contact information on separate sheet of paper (i.e., email, address, and phone number).

OR

Submit a **Notarized** Statement** as to why you are requesting your record and include ALL of the following:

- ☐ Name (current and any previously used, including maiden)
- ☐ Current address
- ☐ Social security number
- ☐ Date and place of birth
- ☐ Gender and race
- ☐ Phone number or email address where you can be contacted

2) **Certified Copy** of TWO Identifications** (one must contain your photograph and none can be expired) Pursuant to VA Law; no other forms of I.D. are acceptable

- ☐ U.S. or Foreign Passport
- ☐ U.S. Driver's License **OR** DMV Identification Card
- ☐ U.S. Military Identification Card
- ☐ U.S. Social Security Card
- ☐ ORIGINAL U.S. Birth Certificate or ORIGINAL Foreign Birth Certificate accompanied by an ORIGINAL certified professional translation (Please DO NOT provide copies of either your birth certificate or translation)
(All Original Documents will be returned)

****PLEASE NOTE: All Notarizations/Certifications must include a Notary Acknowledgement which can be obtained from your local State Notary handbook.**

3) **Ten dollar (\$10.00) fee** in cash, money order or check payable to County of Fairfax

4) **Return Self-Addressed, Stamped Envelope**

Mail all requested items to:

Central Records
10600 Page Avenue
Fairfax, VA 22030
Attn: Record Request

*We do NOT provide criminal history records to third parties, including attorneys' offices.
You may only obtain your own record.*

Fairfax County Police Department
4100 Chain Bridge Road
Fairfax, Virginia 22030
703-246-2195, TTY 711
Facsimile 703-246-3876
www.fairfaxcounty.gov



CRIMINAL HISTORY RECORD INFORMATION REQUEST

Fairfax County Police Dept
10600 Page Ave
Fairfax, VA 22030

Requestor Use

Last First Middle Social Security Number

Maiden Name Also Known As

Address

City State Zip Code

Race Sex Date of Birth Place of Birth Date of Request

This request is made in accordance with Title 19.2, Section 19.2-389, Code of Virginia, 1950, as amended. The penalty for misuse of the information is a Class 2 Misdemeanor

Type of Agency Request

Signature of Requestor

Printed name of Requestor

- ☐ Criminal Justice ☐ Potential Employer*
☐ Non –Criminal Justice ☐ Visa Application
☐ Individual ☐ Otherwise By Law

*Restricted to Offenses NOT REPORTABLE to the Central Criminal Records Exchange

Name and Address of Requesting Agency

NOTARIZATION: The above requestor appeared before me and signed this request in the

State County/City of Date

Signature of Notary My Commission expires
the day of , 20

IF "POTENTIAL EMPLOYER" IS CHECKED ABOVE, ONLY CONVICTION DATA WILL BE PROVIDED

Police department use ONLY

Date of Arrest Offense Disposition

The above arrest record is a true and accurate representation of the files of the Fairfax County Police Department.

Signature Printed Name Date

NOTARIZATION The foregoing instrument was acknowledged before me in the

Commonwealth of VIRGINIA County of FAIRFAX Date

Signature of Notary My Commission expires
the day of , 20

Pursuant to §9.1-136 of the Virginia State Code, "any person who willfully and intentionally requests, obtains, or seeks to obtain criminal history record information under false pretenses, or who willfully and intentionally disseminates or seeks to disseminate criminal history record information to any agency or person in violation of this article or Chapter 23 (§19.2-387 et seq.) of Title 19.2, shall be guilty of a Class 2 misdemeanor."